

MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

Policy Subject: Visitors	
Policy Number: ADP 02	Standards/Statutes: ARM 37.27.120
Effective Date: 01/01/02	Page 1 of 2

PURPOSE:

To establish guidelines for any visitors to the facility

POLICY:

All visitors will be required to: check in at the front desk, or with other assigned staff; sign in and out of the facility in the visitor log; receive a visitor name tag; and sign the visitor confidentiality form

PROCEDURE:

- I. The term visitor applies to any non-staff individuals who enter the facility, including, but not limited to: family/friends of patients; vendors; repairmen; probation officers; legal representatives; clergy; program volunteers; the general public; other professionals; etc.
- II. General visitors to the facility will only be accepted between the hours of 8:00 AM to 4:00 PM, Monday through Friday, unless other special arrangements have been made and approved by designated staff.
- III. Patients will be allowed visitation from family/friends, or other appropriate professionals related to their treatment, on a pre-requested and pre-approved basis.
- IV. Re-requested means completing a Visitor Request Form no less than 5 days in advance of the anticipated visit from family/friends or other professional.
 - A. Pre-approved means approval of the above Visitor
 1. Request Form by the patient's primary counselor or the Clinical Supervisor.
- V. Visitation by family members that coincides with treatment designated, as Family Treatment Day must also meet the approval criteria outlined above.

VI. Generally, unless otherwise approved by a patient's primary counselor or the Clinical Supervisor, visiting by family/friends is limited to Saturdays between the hours of 10:00 AM and 4:00 PM, within the above stated approval criteria.

VII. The number of visitors any one patient may have at any one time will be limited to two visitors. Exceptions may be considered at the time of request with the approval of the primary counselor or Clinical Supervisor.

VIII. Patients who are on the Medical Treatment Unit or within their first two weeks of treatment will not generally be allowed visits from family or friends. The primary counselor or Clinical Supervisor may provide exceptions based on unique circumstances.

IX. Patients are not allowed to have any visitors under the age of sixteen (16) years old.

X. Patient visitors will not be provided any meals at the facility and will be requested to not be in the dining room during mealtime due to limited space.

Revisions: _____

Prepared By:	Marilyn Holm, Support Services Supervisor	04/01/01
	Name Title	Date

Approved By:		01/01/02
	David J. Peshek, Administrator	